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**ASSIGNMENT BOOKLET**

3621 Personal Living Skills 30

Module A: Managing a Lifestyle

Revised 89/02

**FOR STUDENT USE ONLY**

Date Assignment Booklet Submitted

\_\_\_\_\_

Time Spent on Module

\_\_\_\_\_

(If label is missing or incorrect)

File Number

\_\_\_\_\_

Module \_\_\_\_\_

**Student's Questions  
and Comments****Apply Module Label Here**

Name

Address

Postal Code

*Please verify that preprinted label is for  
correct course and module.***FOR SCHOOL USE ONLY**

Assigned

Teacher: \_\_\_\_\_

Module Grading: \_\_\_\_\_

Additional Grading

E/R/P Code: \_\_\_\_\_

Mark: \_\_\_\_\_

Graded by: \_\_\_\_\_

Assignment Code: \_\_\_\_\_

Date Module Received:

\_\_\_\_\_

Module Recorded \_\_\_\_\_

**Teacher's Comments:**\_\_\_\_\_  
**Correspondence Teacher**

## **ALBERTA CORRESPONDENCE SCHOOL**

### **MAILING INSTRUCTIONS FOR CORRESPONDENCE ASSIGNMENT BOOKLET**

#### **1. Before mailing your assignment booklet, please see that:**

- (1) All pages are numbered and in order, and no paper clips or staples are used.
- (2) All exercises are completed. If not, explain why.
- (3) Your work has been re-read to ensure accuracy in spelling and lesson details.
- (4) The Module Record Form is filled out and the correct module label is attached.
- (5) This cover page is placed on the assignment booklet.

#### **2. Postage Regulations**

Do **not** enclose letters with assignment booklets.

**Send all letters in a separate envelope.**

#### **3. Postage Rates**

First Class

Take your assignment booklet to the Post Office and have it weighed. Attach sufficient postage and a **green first-class sticker to the front of the envelope, and seal the envelope. Correspondence assignment booklets will travel faster if first-class postage is used.**

**Try to mail each assignment booklet as soon as it has been completed.**

**When you register for correspondence courses, you are expected to send assignment booklets for correction regularly. Do not send more than one assignment booklet at the same time.**

**THE FRONT COVER OF THE ASSIGNMENT BOOKLET MUST BE COMPLETED FOR  
EVERY MODULE SUBMITTED FOR CORRECTION, AS ILLUSTRATED BELOW**

Correct use of Mailing labels will ensure prompt processing and grading of your **Assignment Booklets**.

The **Mailing Labels** must be checked for spelling and address details.

Please advise the Alberta Correspondence School promptly of any changes in name, address, school, or any other details and we will issue a revised set of labels. Your file number is permanently assigned and **must** be included on all correspondence with the Alberta Correspondence School. If the proper label is not attached to each Assignment Booklet as indicated, it will delay your **course** work being processed and credited to you.

**Mailing Labels** are to be attached to the **Assignment Booklets** in the space provided for student name and address.

Check carefully to ensure that the **subject name**, and **module number** on each label corresponds exactly with the module you are submitting.

Labels are to be **peeled** off waxed backing paper and **stuck on the cover of the Assignment Booklet**.

Only **one** label is to be placed on each **Assignment Booklet**.

| FOR STUDENT USE ONLY  |  | FOR SCHOOL USE ONLY   |                             |
|---|--|---|-----------------------------|
| Date Module Submitted<br><br>_____  | (If label is missing or incorrect)<br><br>File Number<br>_____ | Assigned Teacher: _____   |                             |
| Time Spent on Module<br><br>_____   | Module Number<br>_____   | Module Grading: _____   |                             |
| Student's Questions and Comments<br><br>_____   |  | Graded by: _____  | Date Module Received: _____ |
| <div style="border: 1px solid black; padding: 10px; text-align: center;"> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>MODULE</div> <div>FILE NUMBER</div> <div>NAME</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>COURSE NAME</div> <div>ADDRESS</div> </div> </div> |  | Module Assignment Recorded<br>_____   |                             |
| Teacher's Comments:<br><br>_____  |  | <div style="border: 1px solid black; padding: 10px; text-align: center;"> <div style="display: flex; justify-content: space-between; font-size: small;"> <div>NAME</div> <div>ADDRESS</div> </div> </div> |                             |
| St. Serv. 34-88   |  | Teacher<br>_____  |                             |

**DO NOT MARK OR COVER BAR CODING.**

**CHANGE OF ADDRESS**

If the address on your Assignment Booklet differs from the address you supplied on your registration application, please explain. Indicate whether the different address is your home, school, temporary or permanent change of address.

Personal Living Skills 30  
Assignment Booklet  
Module A  
Managing A Lifestyle  
Alberta Correspondence School  
ISBN No. 0-7741-0418-X

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## INTRODUCTION

Only questions in this Assignment Booklet must be submitted for evaluation. Submit Self-Development exercises from your lessons **only** if you wish feedback from your correspondence teacher.

While the Self-Development and Self-Study exercises are not graded, you should work through them. The knowledge and skills you develop from doing those exercises could be of value on the exam. If you do not do all of the exercises, your chances of passing the exam will drop. In some cases, **not doing the Self-Development/Self-Study exercises could be the main cause of failing.**

Answer the questions in this Assignment Booklet in complete sentences. Give examples, where necessary, to help clarify your definitions or explanations.

We encourage you to phone us if you have a question, need help or wish to discuss a topic with us.

You can call us toll free from inside Alberta. The steps are:

1. Look in your phone book's white pages. Under the letter "G," you will find "Government of Alberta."
2. The first number given will be a RITE number. Dial that number.
3. Tell the operator who answers that you want the Alberta Correspondence School in Barrhead. Our number is 674-5333.

OR

1. Dial "0."
2. Ask for Zenith 22, 333.
3. When you get the second operator, ask for the Alberta Correspondence School in Barrhead. Our number is 674-5333.





Please return these sheets with your first lesson.

1. Name in full: \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_
3. File Number: \_\_\_\_\_ 4. Age: \_\_\_\_\_
5. Telephone Number: \_\_\_\_\_
6. What school (if any) are you attending? \_\_\_\_\_
7. What grade are you in? \_\_\_\_\_
8. What other Personal Living Skills courses have you taken, if any? (Sociology, Psychology, Health)  
\_\_\_\_\_  
\_\_\_\_\_
9. Are there other students in your school or district taking this course by correspondence?  
\_\_\_\_\_
10. Do you study with any of them? \_\_\_\_\_
11. What other courses are you studying by correspondence?  
\_\_\_\_\_  
\_\_\_\_\_
12. How many credits do you hold now? \_\_\_\_\_
13. How many are you taking this year? (Include those being taken at school).  
\_\_\_\_\_
14. What vocation do you plan to follow? \_\_\_\_\_  
\_\_\_\_\_
15. Mention any special factors, handicaps (jobs, illnesses, etc.) which may influence your progress in this course.  
\_\_\_\_\_  
\_\_\_\_\_

16. What type of community do you live in? (City, town, village, farm, etc.)

\_\_\_\_\_

17. What is the approximate population of your community? \_\_\_\_\_

18. List the members of your family, including approximate age relationship to you. (e.g. Mother, Father, 3 sisters – all younger)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19. Are you employed?

(a) Full time \_\_\_\_\_ (b) Part time \_\_\_\_\_

Give particulars:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

20. Write at least one page about yourself, your family background and your goals in life. Use the following lined page.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



[illegible]



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Complete the readings, Self-Development and Self-Study exercises of Module A, Lesson 1 before beginning this Assignment Booklet.

**EXERCISE 1: Short Answers**

1. Define management.

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2. Describe one “doing skill” you used this week.

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3. For each of the following statements write a definition and an information response.

- (a) “I’m so turned off by my job it takes me the better part of an hour each day to get up enough courage to face the hassle.”

(i) 

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(ii) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (b) "I just got our credit card statement. You've been spending us into the poorhouse, buying useless junk!"

(i) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(ii) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Paraphrase each of the following statements.

- (a) "I can't seem to satisfy the boss! One day he wants my work done as fast as possible and the next day he tells me not to worry about how long it takes, as long as the job is well done. I feel like quitting!"

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (b) “I’m not sure how to plan the party. I want people to have fun, but I also want them to be able to relax and enjoy themselves. I don’t know what activities I should use.”

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Review the section on decision making.

5. Explain why it is important to think of all of the options you can think of before you evaluate the options.

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Complete the readings, Self-Development and Self-Study exercises of Module A, Lesson 2 before beginning this part of the Assignment Booklet.

### EXERCISE 2: Short Answers

1. Things we value highly are usually things we do often.
  - (a) In the space provided, list at least ten things you enjoy doing. These do not have to be major activities. Beside each activity write the following:
    1. A dollar sign (\$) if it costs more than \$10.00 a month or each time.
    2. The letter A, if you like to do it alone.
    3. The letter O, if you like to do it with others.
    4. The letter D, if you feel there is danger, risk or gambling involved.
    5. The letter S, if you are sharing love with others.
    6. The letter P, if you are doing something your friends expect you to do.
    7. The letter F, if this is something your family wants you to do.
    8. The letter W, if this is something related to work you do or want to do.
    9. The letter R, if this has something to do with religion.
    10. The letter K, if this is something you do to gain respect from others.
    11. The letter I, if this is something you do to influence others.
    12. The letter C, if this is something you do to make your life comfortable or easier.

Each activity may have more than one letter or symbol.

[illegible]

- (b) Which symbol or letter appeared most often? What does this show about your values? Do you feel this is what you value most?

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- (c) Which activities do you feel you would not do or might not be doing ten years from now? You may use activities that are not on your list.

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2. **List at least three** things you should know about possible careers before making a decision. **Explain** why it is important to know each.

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3. Describe a way major yearly expenses can be budgeting for.

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Complete the readings, Self-Development and Self-Study exercises of Module A, Lesson 3 before beginning this part of the Assignment Booklet.

**EXERCISE 3: Short Answers**

1. Explain the difference between a two-career and a two-job family.

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2. Imagine that you are 65 years old. You have retired from a job you held for twenty-five years. You suddenly find yourself with lots of time on your hands. You have a very **limited** budget.

What things would you do to keep busy and enjoy life? List several things.

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**EXERCISE 4: Rating Scales**

Some stages of the traditional family are listed below. Under each stage are scales for money and energy demands. Circle the spot on the scale that best shows the energy and money demands the parents feel for each stage.

**(a) Young Children**

Money Demands

|     |   |          |      |   |
|-----|---|----------|------|---|
| 1   | 2 | 3        | 4    | 5 |
| Low |   | Moderate | High |   |

Energy Demands

|     |   |          |      |   |
|-----|---|----------|------|---|
| 1   | 2 | 3        | 4    | 5 |
| Low |   | Moderate | High |   |

Explain why you gave money and energy demands those ratings.

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**(b) School-Age Children**

Energy Demands

|     |   |          |      |   |
|-----|---|----------|------|---|
| 1   | 2 | 3        | 4    | 5 |
| Low |   | Moderate | High |   |

Money Demands

|     |   |          |      |   |
|-----|---|----------|------|---|
| 1   | 2 | 3        | 4    | 5 |
| Low |   | Moderate | High |   |

Explain why you gave money and energy demands those ratings.

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(c) Retirement

Money Demands

|     |   |          |   |      |
|-----|---|----------|---|------|
| 1   | 2 | 3        | 4 | 5    |
| Low |   | Moderate |   | High |

Energy Demands

|     |   |          |   |      |
|-----|---|----------|---|------|
| 1   | 2 | 3        | 4 | 5    |
| Low |   | Moderate |   | High |

Explain why you gave money and energy demands those ratings.

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Complete the readings, Self-Development and Self-Study exercises of Module A, Lesson 4 before beginning this part of the Assignment Booklet.

### **EXERCISE 5: Pictorial Lifestyle**

Lifestyle Choices:

1. **Traditional family** – mother is the homemaker  
– father works to support the family.
2. **Career-oriented family** – both parents work. Their prime goal is to be successful at work.
3. **Career-oriented couple** – the couple has no children. They are not planning on having any children. They do not want any obstacles in the way of job success.
4. **A working single parent** – this parent is dedicated to the children. The parent must try to meet the duties of working full-time and being a parent.
5. **An unemployed single parent** – this person is looking very hard for employment.

You must choose **one** of the above lifestyle choices.

**You are to do ALL of the following:**

1. Title your work with the type of lifestyle you have chosen.
2. **Find at least four pictures that represent the lifestyle you have chosen.**

The pictures should represent daily activities. You could represent:

- food preparation,
- household cleaning,
- travel to work, and
- leisure activities.

You may draw pictures of the daily activities if you are unable to find adequate pictures for your lifestyle choice.

3. **Write a couple of sentences for EACH picture or scene explaining** how that represents the lifestyle you are illustrating.

**The three pages that follow are for your work.**









### EXERCISE 6: Short Answers

1. Briefly explain how money and buying habits affect lifestyles. What is the relationship between money, buying habits and lifestyles?

[illegible]

2. Why is it easier to save money when you follow a budget? Your explanation should have two or three supporting points.

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There is no handwriting or other markings on the paper.

You have now completed the Assignment Booklet for Module A: *Managing a Lifestyle*. Submit this Assignment Booklet to your correspondence teacher as soon as possible so that your work may be reviewed, graded and returned to you.

**END OF ASSIGNMENT BOOKLET**



## MODULE EVALUATION

Please evaluate this module. It is essential to use accurate descriptive words. Good, well done, awful or gross do not tell us much. We need your help to improve the module. The information you give will not affect your grading in any way.

1. (a) Were definitions adequately explained or illustrated?

| Lesson   | Yes | No  |
|----------|-----|-----|
| Lesson 1 | ___ | ___ |
| Lesson 2 | ___ | ___ |
| Lesson 3 | ___ | ___ |
| Lesson 4 | ___ | ___ |

- (b) If no, please state the specific definitions.

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2. (a) Did you find the suggestions and responses your teacher(s) gave helpful?

| Lesson   | Yes | No  |
|----------|-----|-----|
| Lesson 1 | ___ | ___ |
| Lesson 2 | ___ | ___ |
| Lesson 3 | ___ | ___ |
| Lesson 4 | ___ | ___ |

- (b) How could we improve our teacher responses and suggestions?

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3. (a) Did you phone your teacher(s) for help?

Yes

Sometimes

No

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- (b) Do you feel telephoning your teacher(s) would be helpful?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. How did you find the module in general? What did you like about this module? In what other ways do you feel this module could be improved?

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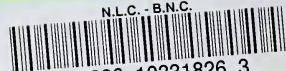
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N.L.C. - B.N.C.



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